



MASTER BUSINESS LICENSE PROGRAM

BUSINESS LICENSE CENTER

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

941 North Capitol Street, N.E. Washington, D.C. 20002

(202) 442-4311

INSTRUCTIONS FOR A BOARDING HOUSE Master Business License A

A boarding house is any building or part of a building, other than a hotel, used as, maintained as, advertised as, or held out as an enclosure where meals or lunches are furnished for a consideration to five (5) or more transients who have sleeping accommodations upon the premises, or to five (5) or more boarders.

Please read and follow these instructions carefully.

A correctly completed Master Business License application will expedite the issuance of your license. All responses are to be clearly printed in English.

1. A Corporation, Limited Liability Company, or Partnership, doing business in the District of Columbia must be in good standing. For additional information, please call (202) 442-4430 or visit the Business License Center located on the 1st Floor, Room 1100.
2. A Certificate of Occupancy is required for a Boarding House. For additional information, please call (202) 442-4567 or visit the Permit Issuance Branch located on the 2nd Floor, Room 2300.
3. If not already registered, you are required to register for D.C. Business Tax with the Office of Tax and Revenue. You must complete and file a Combined Business Tax Registration Application (Form FR 500). For additional information, please call (202) 727-4829 or visit the Tax Customer Service Center that is also located at 941 North Capitol Street, N.E., Washington, D.C. on the 1st floor, Room 1110.
4. An approval must be obtained from the Rental Accommodations Division, located in the Housing Services Center on the 7th floor, Room 7200. Please complete an Amended Rental Control Registration Form. For additional information, please call (202) 442-4600.
5. An approval must be obtained from the Housing Code Enforcement Division. This can be obtained from the Housing Services Center on the 7th floor, Room 7200. For additional information, please call (202) 442-4600.
6. A current health inspection is required from the Department of Health. For additional information, please call (202) 535-2500 or visit the office located at 51 N Street, N.E.

7. A completed and notarized Resident Agent Appointment Form is required for any non-resident of the District of Columbia.
8. Applicants must complete a Clean Hands Certification Form.
9. Bring your completed package to the Business License Center for processing. For additional information, please call (202) 442-4311.
10. The license fee is one hundred sixty dollars (\$160.00) for a two-year period. Once your application has been processed, your payment is to be taken to cashier on the 1st floor. Payment may be made in the form of: cash, check, money order or credit card (Master Card, Discover, and American Express). All money orders and checks are to be made payable to the D.C. Treasurer.

THESE PROVISIONS ARE REGULATED BY THE D.C. MUNICIPAL REGULATIONS,
TITLE 14, CHAPTER 11.

Thank you for your interest in transacting business in the District of Columbia.

NOTICE

TO REPORT WASTE, FRAUD OR ABUSE BY ANY GOVERNMENT OFFICE OR
OFFICIAL CALL THE INSPECTOR GENERAL AT 1-800-521-1639